

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Department of Natural Resources Application Date Application Number Environmental Protection Div. - Water Protection Branch Program Coordination Section - Laboratory Operations Application Number Date Received Date Completed Water Quality Laboratory, Room 34-H Health Bldg. Atlanta, Georgia 30334 1-9-81 -29-81 2. Person to Contact Working Title Telephone Number Cary Wilkes Laboratory Manager 656-4811 3. Action Requested b.

Dispose of present accumulation; no further accumulation anticipated. c.

Check One:
Change;
Supercede;
Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest WATER QUALITY ANALYSIS LABORATORY WORKBOOKS 1967 present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Water Quality Laboratory is responsible for receiving and analysing water and wastewater samples from all water quality programs of the Division, particularly the Industrial Wastewater Program, the Municipal Wastewater Program and the Water Quality Support Program. The chemical data is used to measure compliance with discharge permits of Industrial and Municipal Wastewater Plants. This chemical data is also used for legal action in case of accidental spills of wastewater causing detrimental effects on Georgia streams. The Laboratory also analyzes private and municipal water supply samples for chemical suitability as water supplies. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: recording and maintaining raw laboratory data used in completing "Water Quality Analysis Report forms." Included are: 8 1/2" x 1!" binders containing raw laboratory data for each test. File is arranged: chronologically by calendar year; thereunder numerically by laboratory number. 8. Monthly Reference Rate How often are records referred to which are: 10 _; Seven to twelve months old _seldom; Thirteen to twenty-four months old _ One to six months old _ twenty-five months and older____ 9. Annual Rate of Accumulation of Records 4 1/2 cu. ft. ; Shelves ____; Other (specify) _ Letter-size drawers _ ..; Legal-size drawers 🔔

(Over)

YES NO	10. Questionnaire (Place an "X" in the proper column)	
X	a. Is this the official copy of the series?	3
X	If not, where is it? b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation	n. ,
$\frac{1}{x}$	c. Is this a vital record?	
X	d. Does this series have historical or long term research value?	The second secon
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could t	hese
N/A	documents be scheduled separately?	
X	f. Is the information contained in this series ever published? 'If yes, attach copy, See (g)	
Х	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Water Quality Analysis Report	
X	h. Is there a duplication of this series in your office, or in another office or agency?	
X	i Is this series (or a major portion of it) regularly microfilmed?	
X	i. Does the record series result in a computer printout? Water Quality Analysis Lab Report	the state of the s
11. Rete	ntion Requirements The following requires the series to be kept:	and a second
a. Si	tate Lawyears, d. Audit period	years.
		years.
c. F	ederal lawyears. f. Federal retention instructions10	years.
	ch copy or excerpt of laws or regulations. Explain administrative need.	:
40 CFF	R 141.33	
	and the control of th	
12. Appr	oved Disposition Instructions This agency recommends that the file series be cut off at the end of each:	
	☐ Calendar Year; ☐ Fiscal Year; ☐ Other	then,
	old in the current files area month(s) year(s); then	
	ransfer to local holding area, holdyear(s); then	
	ransfer to State Records Center; hold 0year(s); then	
	estroy.	
	ransfer to State Archives for permanent retention.	
□ 0	ther (Specify)	
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